

Control Division

10. I believe the movements of elements of the Division is overstated. SRB was moved for the first time in January, not February 1971. QAB had three moves in approximately ten years. Of course we would prefer to have them all together.

11. The generalization that the Division is an area for placing problem employees will not stand up. If it has any application it is only to QAB and then it would apply at the most to two [REDACTED] employees. Except for top supervisory personnel, who are very capable employees, all of SRB's employees are competent new hires who spend a few years in SRB and then move elsewhere in the Agency for better promotional opportunities. Except for competent supervisory personnel the same is true for the Status, Position Control and Files Sections of TRB. STATINTL

12. The Biographic Profile has no contract employees. The contract clerk who provides backup to the Qualifications Coders works very closely with the Biographic Profile people. I don't follow the statement that the CMO has recently deliberately sought to introduce young employees into the biographic profile area. The ages of the people in the Biographic Profile area are [REDACTED] If there ever was a job for a woman, this is it. STATINTL

13. The Clandestine Service does not code the qualifications of their people. (See memo attached.)

14. I would not say that the Chief, TRB is used extensively by D/Pers to do various studies. Heavily overstated. SRB - yes. TRB - No.

15. The Job Chief, TRB has historically been one through which people rotate. It is my belief that they should be there a minimum of two years depending on the individual. The last chief was chief for  $2\frac{1}{2}$  years.

16. The file clerks have a list to guide them and access to supervisors. The volume of paper to be filed makes it difficult with present staff to adjudicate borderline cases. Also the file of a currently on duty employee will contain valuable legal and administrative materials which do not continue to be ~~reducible~~ <sup>valuable</sup> after retirement or separation.

17. File clerks are usually hired at grade GS-03 and promoted to GS-04 as File Clerks. There is a GS-05 in the file room at the Mail Desk.

18. We disagree that files are superficially controlled. Regulations of long standing govern the handling of the Official Personnel Folder. We can look into a courier receipt system but on the face of it it appears it would be massive and require additional personnel. We follow the regulations. We cannot force people to follow regulations and notify the file room if they transfer an OPF. To say that it has not been unusual to have files remain unlocated for weeks or months

at a time does not agree with my knowledge of the situation and that of the employees immediately involved.

19. We are staffing out Recommendation #14.

20. Agree.

21. "Present day reporting services are scheduled to be transferred to SIPS data management centers during the latter half of 1972." It is not my understanding that D/Pers is going to give up his personnel statistical reporting responsibilities.

There will continue to be a requirement for large and expensive standard reports. GIM is limited to queries for fragmented information.

The conclusion that SIPS will wipe out SRB is unstudied and gratuitous. Before we retrain SRB personnel we'd better firm up the Data Management Center.

22. Very misleading. The Chief and Deputy Chief, SRB and a senior personnel research officer participated with the Committee that reviewed personnel reports. This equalled or exceeded SIPS personnel participation.

We appeal all the time to only have necessary requirements.

The number of reports cited as deleted and revised is very misleading. There were numerous consolidations and assumptions that the information will be available by query in the future and not deleted until available.